U.S. Immigration and Naturalization Service

USER MANUAL

User Manual for Temporary Users of the Student and Exchange Visitor Information System (How to Complete and Submit the Form I-17, Petition for Approval of School for Attendance by Nonimmigrant Students)

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1. INTRODUCTION

This manual was written as a resource for Temporary users of the Student and Exchange Visitor Information System (SEVIS).

1.1 Purpose of SEVIS

SEVIS facilitates timely reporting and monitoring of international students and exchange visitors (EVs) in the United States (U.S.). SEVIS is an Internet-based application for electronically tracking and reporting on foreign students and EVs in the U.S. SEVIS enables schools and program sponsors to transmit electronic information to the Immigration and Naturalization Service (INS) and Department of State (DOS) throughout a student's or EV's program in the U.S.

SEVIS will enable schools to submit school certification applications, update certification information, submit updates to the INS that require adjudication, and create and update F and M student and dependent records. District Officers (DOs) will have the capability to adjudicate updates made to school and student records using SEVIS, and Designated School Officials (DSOs) will be notified through SEVIS of the adjudication results.

This manual contains instructions for accessing SEVIS to obtain a temporary user ID and password. Your temporary user ID and password will enable you to complete and submit an electronic Form I-17, Petition for Approval of School for Attendance by Nonimmigrant Students, in SEVIS. The Form I-17 is used by academic and vocational schools when applying to the INS for approval to admit F-1 (academic) and M-1 (vocational) students. The instructions in this manual apply to all schools seeking approval by the INS to admit F and M nonimmigrant students.

The mandatory compliance date is January 30, 2003. All Forms I-20 issued by the school for initial attendance by a new student must be created in and issued from SEVIS. The school must also use SEVIS for the issuance of any Form I-20 that is updated and re-issued to a currently enrolled student. All currently enrolled students must be entered into SEVIS by August 1, 2003.

Finally, once a student is registered in SEVIS, the school must update the student's record and report on the events required by SEVIS. The INS published a final rule in the **Federal Register**, 67 FR 76255 (December 11, 2002) to implement the new SEVIS requirements and establish a process for electronic reporting by DSOs. This final rule outlines the student events reporting and information collection required by schools using SEVIS. Additionally, each school official associated with a school enrolled in SEVIS is sent information regarding the specific reporting requirements with their permanent SEVIS user ID.

1.2 Privacy Act Considerations

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal

and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and/disclosure of this information

Exhibit 1: Criminal Penalties

Criminal Penalties
(1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than $5,000.
(2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than $5,000.
(3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than $5,000.

1.3 Glossary

Appendix A, Acronyms and Abbreviations, includes a list of terms, abbreviations, and acronyms used in this document.

2. DESCRIPTION OF SYSTEM FUNCTIONS

The following sections provide step-by-step instructions for using SEVIS. Included are directions for obtaining a temporary user ID and password. Instructions for completing the certification application (Form I-17) are also included.

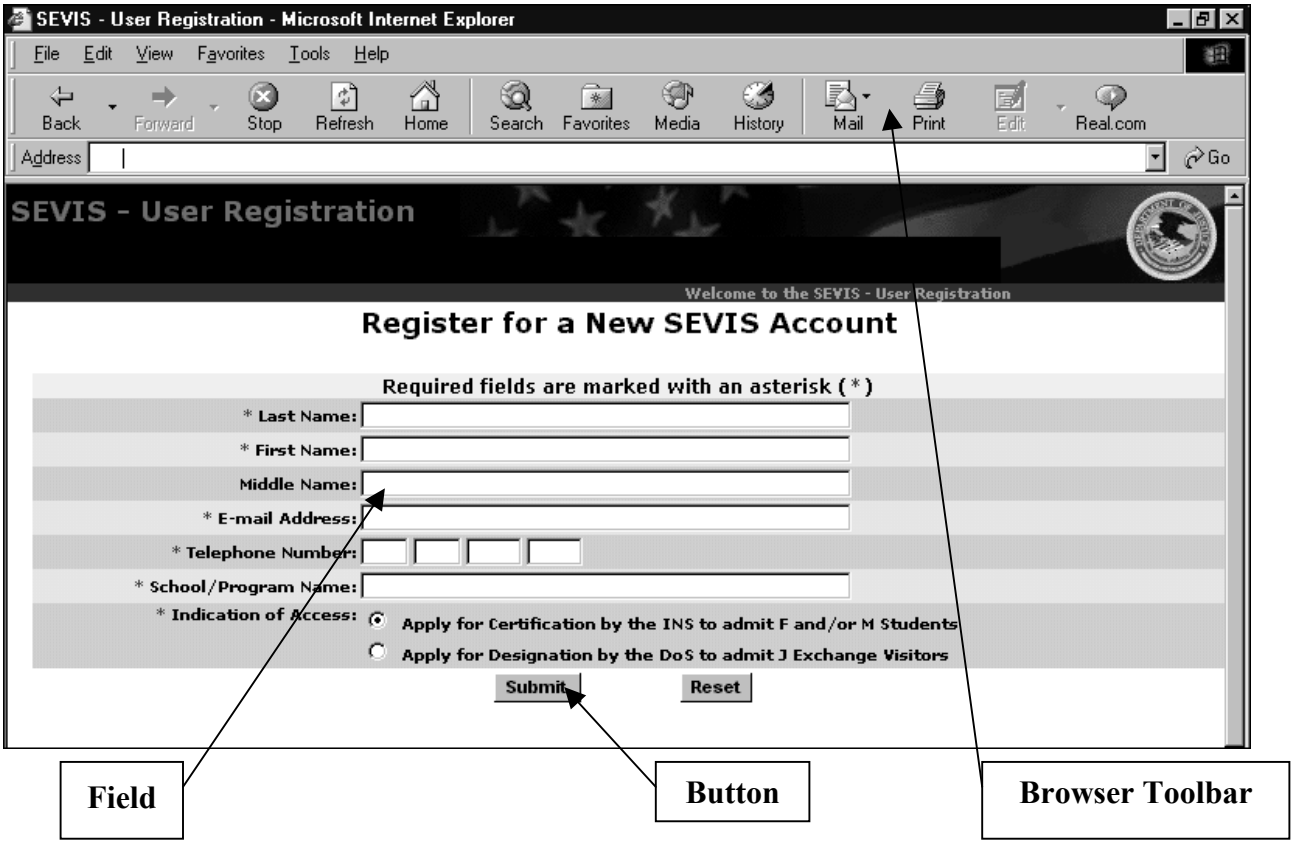
Accessing SEVIS requires the use of Microsoft® Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher, and Adobe Acrobat® Reader 5.0 or higher. You must have a user ID and password to access the system.

2.1 Overview of Screen Components

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2, SEVIS User Registration Screen, is an example of the screen that displays when you register for a temporary user ID. It includes fields that must be completed and two buttons. The screen components are labeled with the terms used in this manual.

Exhibit 2: SEVIS User Registration Screen



2.1.1 SEVIS Screen Components

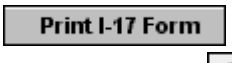
The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar:** This is the toolbar displayed by the browser used to access SEVIS. **Note**: Do not use the **Back** button on the browser toolbar to navigate through the system.
- **SEVIS Navigation Bar:** The navigation bar lists the following main functions:
  - **Help—**used to access online help for SEVIS
  - **Tutorial—**used to view a brief demonstration of how to use SEVIS
  - **Logout—**used to exit the system
- **Links**: Click on underlined text to advance to a different screen within SEVIS.

2.1.2 Additional SEVIS Screen Components

Additional screen components that appear on some SEVIS screens include the following:

- **Scroll Bar:** This is the part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom or the right side of some windows.
- **Fields:** These are areas on the windows where data may be typed or selected or in which system-generated data are displayed.

- **Buttons:** These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:
  - **Command Buttons**—Click to execute a command. For example, clicking this button 

enables you to print a copy of the Form I-17.
  - **Radio Buttons** —Click to make a selection. Only one radio button can be selected at a time.
- **Other Input methods:**
  - **Check Boxes** —Click to make one or more selections.
  - **Drop-down lists** —Click the down arrow to display a list and then make a selection.

2.1.3 Online Help Functions

Help is always available by clicking **Help** on the navigation bar at the top of SEVIS screens. Doing so opens a new browser window containing SEVIS Help. The left panel (part of the window) contains a list of help topics and the right panel contains the text associated with the help topic selected. To use the online help, perform the following:

1. In the left panel, click a book to display a list of topics.
2. Click a topic name to view the help text for that topic in the right panel.

To search on a word or phrase, perform the following:

1. Click the Search tab.
2. Type search criteria in the field provided and press the Enter key on the keyboard. The results of the search will be displayed as a list of topics containing the word or phrase that you entered.
3. Click a topic name to view the help text for that topic in the right panel.

To hide the left panel, click the **Hide** button in the top right-hand corner of the right panel. Click **Show** to restore the left panel. To display the preceding or succeeding topic in the current book, click the left-arrow or right-arrow buttons respectively.

Click an underlined word or phrase to see a pop-up explanation or jump to a new topic. To make a pop-up disappear, click anywhere else in the panel or, if using the Netscape browser, click anywhere inside the pop-up. To return from a jump, click the browser's **Back** button.

Note: Some underlined phrases are web links. They are identified by the text that precedes them. When you have finished viewing a web page, click the **Back** button on the browser to return to Help, or click any help topic.

To print a topic, first click in the right panel (anywhere will do). Then click the **Print** button below the menu bar, or select **Print** from the File menu.

Close SEVIS Help by clicking the **Close** button in the upper-right corner of the Help screen.

View a SEVIS demonstration by clicking **Tutorial** on the SEVIS navigation bar. Follow the instructions on the first screen of the demonstration.

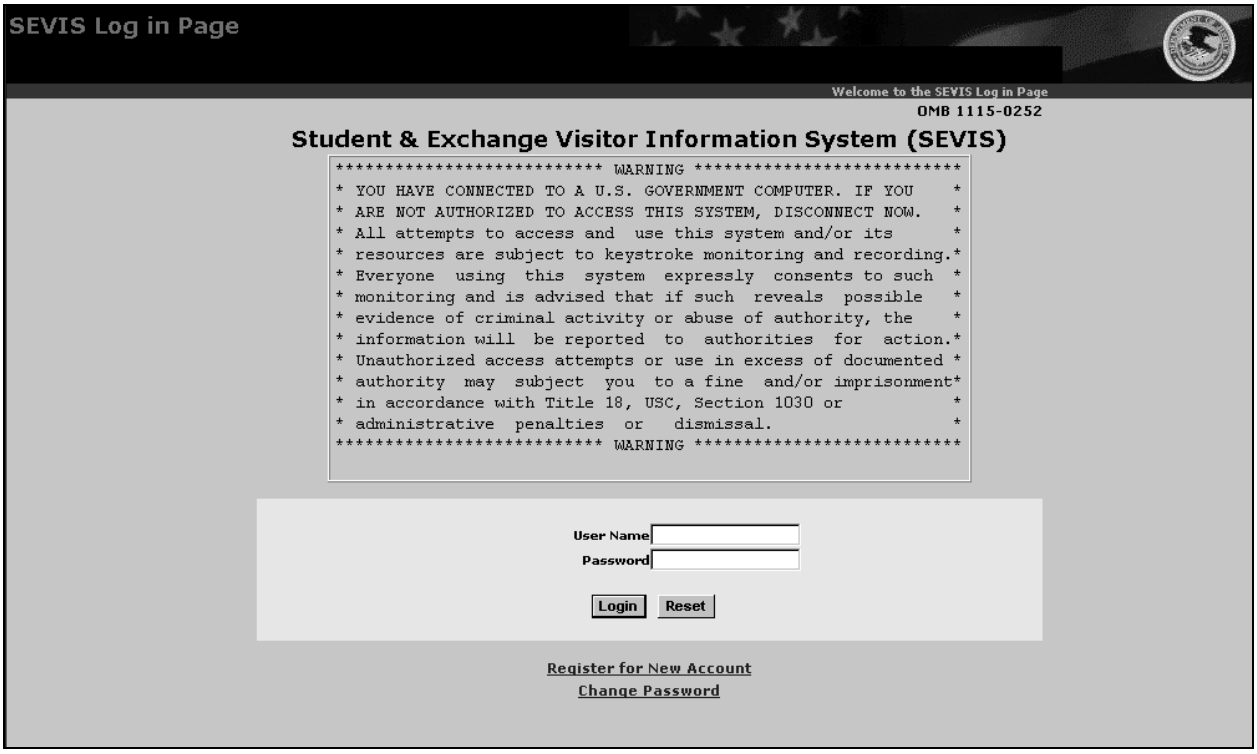
2.2 Logging Into SEVIS

When you access SEVIS via the Internet (https://egov.ins.usdoj.gov/sevis/) a Security Alert screen may display. If the Security Alert screen displays, click the **Yes** button to continue to the SEVIS login screen. Exhibit 3, SEVIS Log in Page, is an example of the login screen.

Note: After creating your initial password, you will use this web site (https://egov.ins.usdoj.gov/sevis/) to access SEVIS and perform all of your SEVIS-related tasks.

The following sections provide instructions for obtaining a temproary user ID and creating a SEVIS password. Instructions for completing the Form I-17 are also included.

Exhibit 3: SEVIS Log in Page



2.2.1 How to Obtain a Temporary User ID

The SEVIS Log in Page includes a link that is used to obtain a temporary user ID and password. Using your temporary user ID and password, you can access SEVIS and complete the electronic Form I-17 for your school.

Your temporary user ID and password will allow you to create, save, access, and update a draft of your electronic Form I-17 for 30 days or until submission. After submitting the Form I-17, you may use your temporary user ID and password to access SEVIS and view and print a final copy of the Form until INS adjudication. Your temporary user ID and password will **not** be valid following adjudication of the Form I-17. However, you will be notified of the adjudication results via email. If your school is approved to use SEVIS, all school officials who were

identified and assigned a SEVIS role on the Form I-17 will receive their permanent user IDs via email.

The electronic Form I-17 must be submitted within 30 days of the issuance of your user ID. If you do not submit the electronic Form within 30 days, all of the data that was entered will be lost.

To obtain a temporary user ID, perform the following:

1. Click the **Register for New Account** link. The system will display the user registration screen, as shown in Exhibit 4, SEVIS – User Registration Screen.

   Note: This link is used only to obtain a temporary user ID so that you can complete and submit a new Form I-17.

Exhibit 4: SEVIS – User Registration Screen

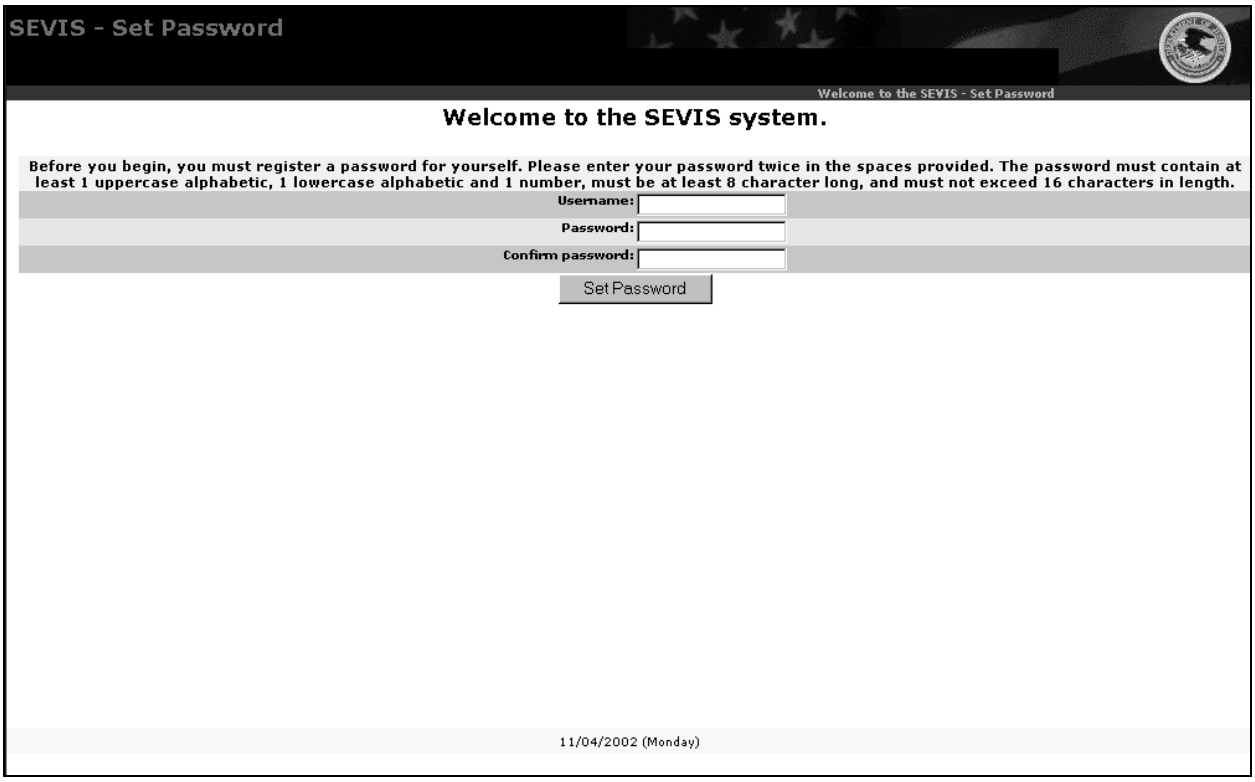
2. At a minimum, complete all fields preceded by a red asterisk (*).
3. Click the **Submit** button. The system will display a message indicating that your temporary user ID will be sent to you in an email message. You will receive a second email message that includes specific instructions on how to access SEVIS the first time.

2.2.2 How to Create Your Initial Password

After receiving a temporary user ID, you will receive an email message containing a secure link to SEVIS. This link is associated with your user ID. It can only be used to create a password for your user ID. To use this link and create a password, perform the following:

1. Click on the link contained in the email message. The system will display the Set Password screen as shown in Exhibit 5, SEVIS – Set Password Screen.

Exhibit 5: SEVIS – Set Password Screen



2. Enter your temporary user ID in the Username (User Name) field. This user ID is contained in the email message you received from SEVIS.
3. Enter your password in the Password field. See Section 2.3.3, Guidelines for Passwords, for instructions on creating a password.
4. Enter your password again in the Confirm Password field.
5. Click the **Set Password** button. The system will display a message indicating that you have successfully created a password.
6. Click the **OK** button and the system will display the SEVIS Log in Page.

Note: After creating your password, use the SEVIS web site (https://egov.ins.usdoj.gov/sevis/) to access SEVIS and perform all of your SEVIS-related tasks.

2.2.3 Guidelines for Passwords

The first time that you access SEVIS, you will be prompted to create a password. The guidelines for SEVIS passwords are as follows:

- Passwords are 8 to 16 characters in length.
- Your password must contain uppercase and lowercase alphabetic characters, and at least one numeric character.
- Passwords are case sensitive. When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way (for example, the password "Abcdefg8" must always be entered with a capital "A" followed by lowercase letters and the numeral 8).
- SEVIS user IDs and passwords are suspended after three unsuccessful login attempts. Contact the SEVIS Help Desk (1-800-892-4829) to have your access reinstated.
- You must complete and submit the electronic Form I-17 within 30 days of the issuance of your user ID. If not submitted, the user ID will become invalid after 30 days.

2.2.4 Change Password Every 90 Days

You must change your password every 90 days. After 90 days, when you log into SEVIS, the system will automatically prompt you to change your password. To change your password, click the **OK** button on the Change Password Reminder screen and then perform the following:

1. Enter your current password in the Old Password field.
2. Enter your new password in the New Password field.

   Note: You cannot reuse any of your previous six passwords.
3. Enter your new password again in the Confirm New Password field.
4. Click the **Change Password** button. The system will display the SEVIS Log in Page. Be sure to use your new password when logging into SEVIS.

2.2.5 Change Password Voluntarily

You may change your password as often as once a week, using the **Change Password** link on the SEVIS Log in Page. To change your password, perform the following:

1. Click the **Change Password** link on the SEVIS Log in Page. The system will display the Change Password screen.
2. Enter your SEVIS user ID in the User Name field.
3. Enter your current password in the Old Password field.
4. Enter your new password in the New Password field.

   Note: You cannot reuse any of your previous six passwords.
5. Enter your new password again in the Confirm New Password field.
6. Click the **Change Password** button. The system will display the SEVIS Log in Page. Be sure to use your new password when logging into SEVIS.

2.2.6 Logging Into SEVIS to Complete the Form I-17

A temporary user ID and password are valid for purposes of completing a draft Form I-17. If you do not submit the Form I-17 within 30 days of issuance of your password, your temporary ID will no longer allow you access to your draft Form I-17 and all of the data that has been entered on the certification application will be lost.

You may log in and out of SEVIS as often as you wish to complete the Form I-17 within the 30-day period. Once you submit the Form I-17, it will no longer be available for addition or revision of data unless a specific request for information is made by the DO in the Form I-17 adjudication process. However, it will be available for viewing and printing. To log into SEVIS, perform the following:

1. Enter your user ID in the User Name field.
2. Enter your password in the Password field.
3. Press **Enter** on the keyboard or click the **Login** button. The system will display the SEVIS Certification Page 1 screen. If you have already entered data on this page of the certification application, it will also be displayed.

The Login screen has a **Reset** button that clears any data that you entered on this screen. The screen also includes a link to create a new account that is only used to obtain a temporary user ID and password.

Note: After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS.

2.3 Logging Out of SEVIS

To exit the SEVIS application at any time, click **Logout** on the navigation bar as shown in Exhibit 6, SEVIS Navigation Bar. **Note**: Exiting SEVIS by other methods may make the account unavailable for the 20 minute session time-out period.

Exhibit 6: SEVIS Navigation Bar

2.4 Completing the Certification Application (Form I-17)

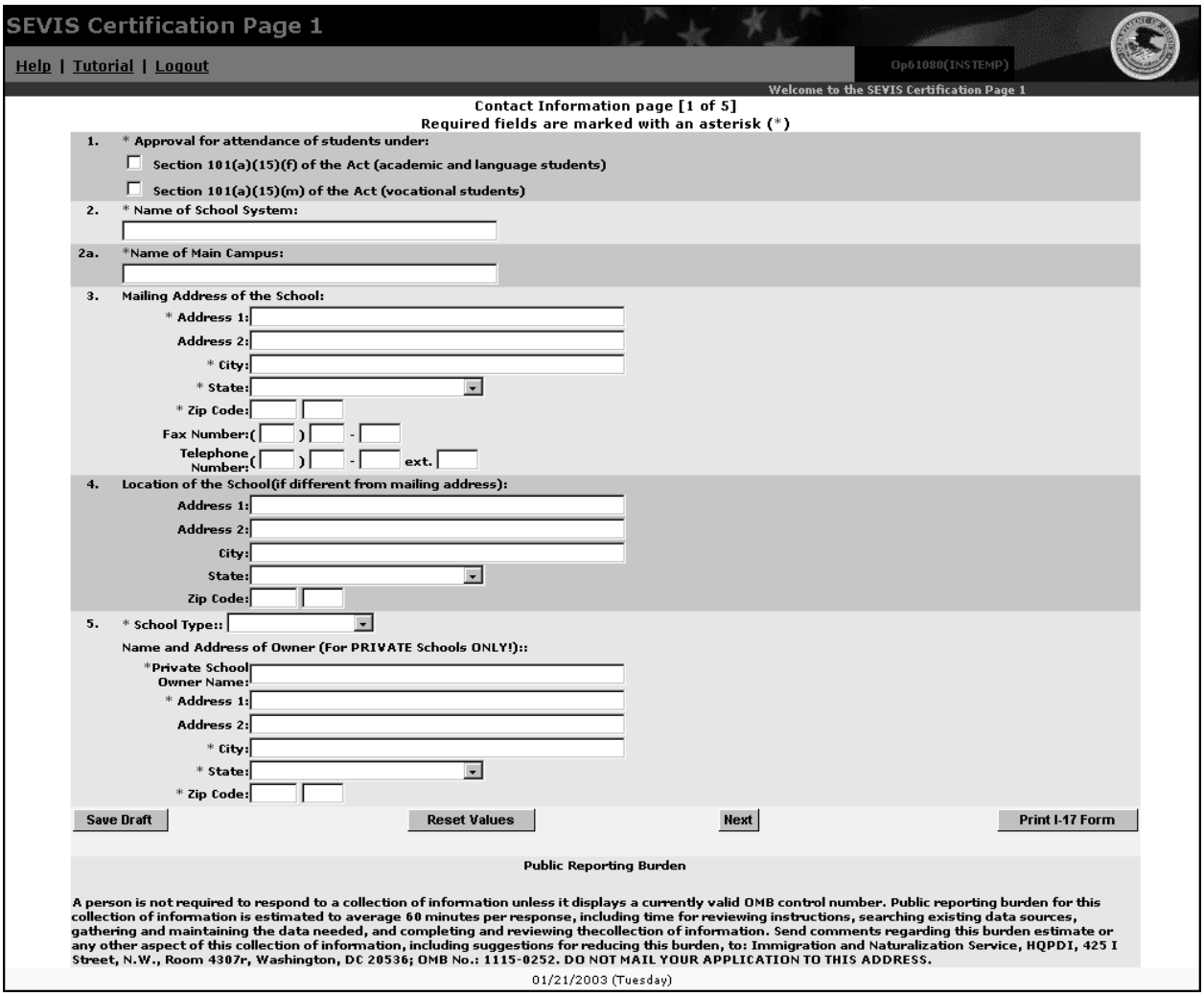
The following sections provide step-by-step instructions for completing the Form I-17.

2.4.1 Certification Page 1

When you log into SEVIS using a temporary user ID and password, the first page of the certification application is displayed, as shown in Exhibit 7, SEVIS Certification Page 1. If you

have already completed page 1 of the certification application, the data that you entered will display on the screen when you log into SEVIS.

Exhibit 7: SEVIS Certification Page 1



Below is a list of the fields on page 1 and a brief description or explanation for each. An asterisk precedes the fields that must be completed. To complete page 1 of the Form, enter the following data:

Field	Description/Explanation
* 1. Approval for attendance of students under	**Academic and language students** can attend schools approved under section 101(a)(15)(f) of the Immigration and Nationality Act. **Vocational students** can attend schools approved under section 101(a)(15)(m). The Form I-17 should be used to request approval for the types of programs in which the school wishes to enroll foreign F or M students. Schools can be certified under either or both. **Note**: The approval request should pertain to programs that are offered at both the main campus and any additional campuses listed on the same Form I-17.
* 2. Name of School System	The school or school system's complete, official name, without abbreviations.
* 2a. Name of Main Campus	The name of the school or campus that will be considered the primary campus on the Form I-17. If the main campus has its own name, different from that of the school or school system, that name will appear here. If not, the main campus may have the same name as the school system.
* 3. Mailing Address of the School	This is the address to which mail for the main campus should be sent. This address may contain a post office box number. **Note**: The zip code must be a valid 5-digit postal code; the last 4 digits are optional. **Note:** There is a separate field on a following page in which the mailing address(es) of additional campus(es) should be entered.
4. Location of the School (if different from mailing address)	The physical location of the main campus, if different from its mailing address. This address may not contain a post office box number. If the location and the mailing address are the same, do not complete this section.
* 5. School Type	Select the appropriate option, Private or Public.
* **If Private is selected**, you must complete the name and address of owner fields:	
*Private School Owner Name	If the owner is a person, enter his or her last name followed by the first name. If the owner is an institution (for example, a company or a non-profit organization such as a church), the name of the institution should appear in this field.

Field	Description/Explanation
*Address 1	The first line of an address, typically a number and street name for the school owner.
Address 2	The second line, if needed, of an address, typically a building name or post office box number. Post office box numbers should be used *only* in mailing addresses.
*City	Enter the unabbreviated name of a city.
*State	Select the appropriate state.
*Zip Code	The zip code must be a valid 5-digit postal code; the last 4 digits are optional.

Select one of the following buttons:

Save Draft	After completing the required fields, you may click this button to save the data that you have entered and then log out of SEVIS. **Note**: You **do not** need to click this button before advancing to the next page of the Form I-17. SEVIS automatically saves data when you click the **Next** button. However, saving prior to moving on to the next page assures that all required fields have been completed and allows you to review the information before moving on.
Reset Values	Click this button to erase all entries on the page that have not been saved.
Next	Click this button to automatically save the data that you have entered and advance to page 2 of the certification application.
Print I-17 Form	Click this button to print a draft copy of the certification application. Printing a draft allows you to review a paper copy of all of the data saved thus far.

2.4.2 Certification Page 2

Exhibit 8, SEVIS Certification Page 2, shows a blank copy of page 2 of the certification application.

Exhibit 8: SEVIS Certification Page 2

Below is a list of the fields on page 2 and a brief description or explanation for each. An asterisk precedes the fields that must be completed. To complete page 2 of the Form, enter the following data:

Field	Description/Explanation
* 6. This school is engaged in	Check all options that apply to foreign students. If "Other" is selected, you must enter an explanation in the text box. If you select an option by mistake, click the check box again to delete the check mark.
* 7. This school's sessions are based on	Check all options that apply to foreign students. If "Other" is selected, you must enter an explanation in the text box. The explanation field should also be used to notify the DO when the school has more than 20 session-begin dates to enter in the next section, Date registration begins.
* 8. Date registration begins for each session during the calendar year (fill out only those necessary)	For each session currently offered by a school to foreign students during the calendar year, the month and day on which it begins must be shown. For example, a semester system school would show at least two month-day pairs. If you need to enter more than 20, make a note to that effect in the "Other (Explain)" field of the preceding question (number 7, This school's sessions are based on), and an INS official will contact you for more information, if necessary.
* 9. Date school was established	The date on which the school began operations (that is, enrolled the first class of students). **Note**: The slashes must be included when entering the date.
* 10. The school operates under the following federal, state, local, or other authorization	A summary description of the authority, if any, under which the school operates. If none, enter "None" in the text box.
* 11. The school has been approved by the following national, regional, or state accrediting association or agency	The name of the organization, if any, that has accredited the school. If none, enter "None" in the text box.
* 12. Areas of study (check all that apply)	A school must offer one or more areas of study. Select only the areas of study available to foreign students. To make a selection, click in the box next to the appropriate area of study. To remove the check mark, click in the box again. If "Other" is selected, provide an explanation in the text box.

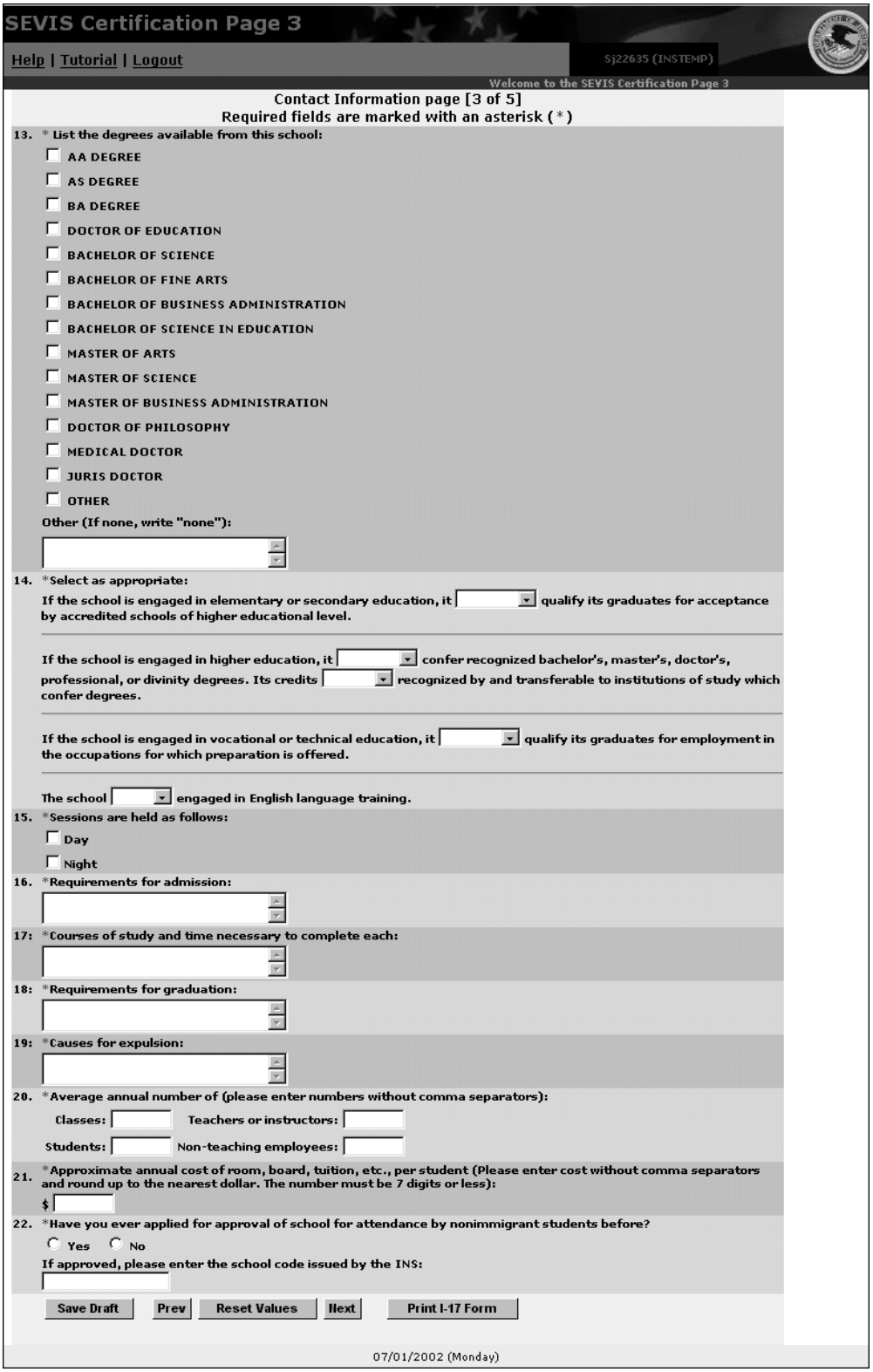
Select one of the following buttons:

Save Draft	Click this button to save the data that you have entered on this page.
Prev (Previous)	Click this button to return to the previous page of the certification application. **WARNING**: Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the data that you entered on this page will be lost.
Reset Values	Click this button to erase all entries on the page that have not been saved.
Next	Click this button to automatically save the data that you have entered and advance to page 3 of the certification application.
Print I-17 Form	Click this button to print a draft copy of the certification application. Printing a draft allows you to review a paper copy of all of the data saved thus far.

2.4.3 Certification Page 3

Exhibit 9, SEVIS Certification Page 3, shows a blank copy of page 3 of the certification application.

Exhibit 9: SEVIS Certification Page 3



Below is a list of the fields on page 3 and a brief description or explanation for each. An asterisk precedes the fields that must be completed. To complete page 3 of the Form I-17, enter the following data:

Field	Description/Explanation
* 13. List the degrees available from this school	Select only the degrees that are available to foreign students. Select all of the options that apply. If "Other" is selected, provide an explanation in the text box (for example, private elementary schools). High schools or secondary schools that offer a degree should select "Other" and enter "high school diploma," or a similar appropriate description. If your school does not issue degrees, enter "None" in the text box.
* 14. Select as appropriate	**Note**: Although more than one section may be completed, most schools should complete only one of the sections listed for item 14.
If the school is engaged in elementary or secondary education	An elementary/secondary school "does" or "does not" qualify its graduates for acceptance by accredited schools of higher education. The field will be blank for schools engaged in higher education, vocational/ technical schools, and English language schools.
If the school is engaged in higher education	A college/university "does" or "does not" confer recognized degrees. Its credits "are" or "are not" transferable to degree-conferring institutions. Both fields in this section must be completed if the school is engaged in higher education. These fields will be blank for elementary/secondary, technical/vocational, and English language schools. **Note**: This field applies to community colleges that offer higher education, academic programs, and confer academic degrees including AA degrees.
If the school is engaged in vocational or technical education	A technical/vocational school "does" or "does not" qualify its graduates for employment in the occupations for which preparation is offered. This field will be blank for elementary/secondary schools, colleges/universities, and English language schools.
The school (is, is not) engaged in English language training	If your school offers formal training in the English language, such as English language schools, select "is." Otherwise, select "is not" even though the school may provide remedial English instruction for students whose English skills are weak.

Field	Description/Explanation
* 15. Sessions are held as follows	Every school conducts its classes during the day and/or at night. Select one or both of the check boxes.
* 16. Requirements for admission	You must include a summary of your school's requirements for admission. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school's requirements is not sufficient for completion of this field. If necessary, the INS will contact you to obtain the additional information. **Note**: The text entered in this field may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school users will be able to view the entire text in SEVIS.
* 17. Courses of study and time necessary to complete each	A general listing of a school's courses of study available to foreign students and the time, in weeks, months or years, needed to complete each. **Note**: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school users will be able to view the entire text in SEVIS.
* 18. Requirements for graduation	A summary of a school's requirements for graduation. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school's requirements is not sufficient for completion of this field. If necessary, the INS will contact you to obtain the additional information. **Note**: The text may be truncated on the printed Form I-17 if it is longer than the available space. However, the DO and school users will be able to view the entire text in SEVIS.
* 19. Causes for expulsion	The general reasons that would be considered causes for a student to be expelled from the school. **Note**: The text may be truncated on the printed Form I-

Field	Description/Explanation
	17 if it is longer than the available space. However, the DO and school users will be able to view the entire text in SEVIS.
* 20. Average annual number of	The average annual number of classes, teachers/instructors, students, and non-teaching employees for a given school. These figures may be estimates if the school does not maintain a running average for each category. **Note:** This field should include an estimate of actual classes taught rather than course types or programs offered.
* 21. Approximate annual cost of room, board, tuition, etc. per student	The approximate amount of money an individual student spends at the school, per year, for room, board, tuition, and related fees. **Note**: You must round up to the nearest dollar. **Do not** use the decimal point.
* 22. Have you ever applied for approval of school attendance by nonimmigrant students before?	Select "Yes" or "No." If "Yes" is selected, and the school was approved, please enter the complete school code that was issued by the INS in the text box. **Note**: A school code should be entered for both schools that have current INS approval and schools that had INS approval that was withdrawn. **Note**: If approved for enrollment in SEVIS, schools with current INS approval may be issued a new school code in SEVIS. This code will be sent to the school with the other approval information.

Select from one of the following buttons:

Save Draft	Click this button to save the data that you have entered on this page.
Prev (Previous)	Click this button to return to the previous page of the certification application. **WARNING**: Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the data that you entered on this page will be lost.
Reset Values	Click this button to erase all entries on the page that have not been saved.
Next	Click this button to automatically save the data that you have entered and advance to page 4 of the certification application.

Print I-17 Form	Click this button to print a draft copy of the certification application. Printing a draft allows you to review a paper copy of all of the data saved thus far.

2.4.4 Certification Page 4

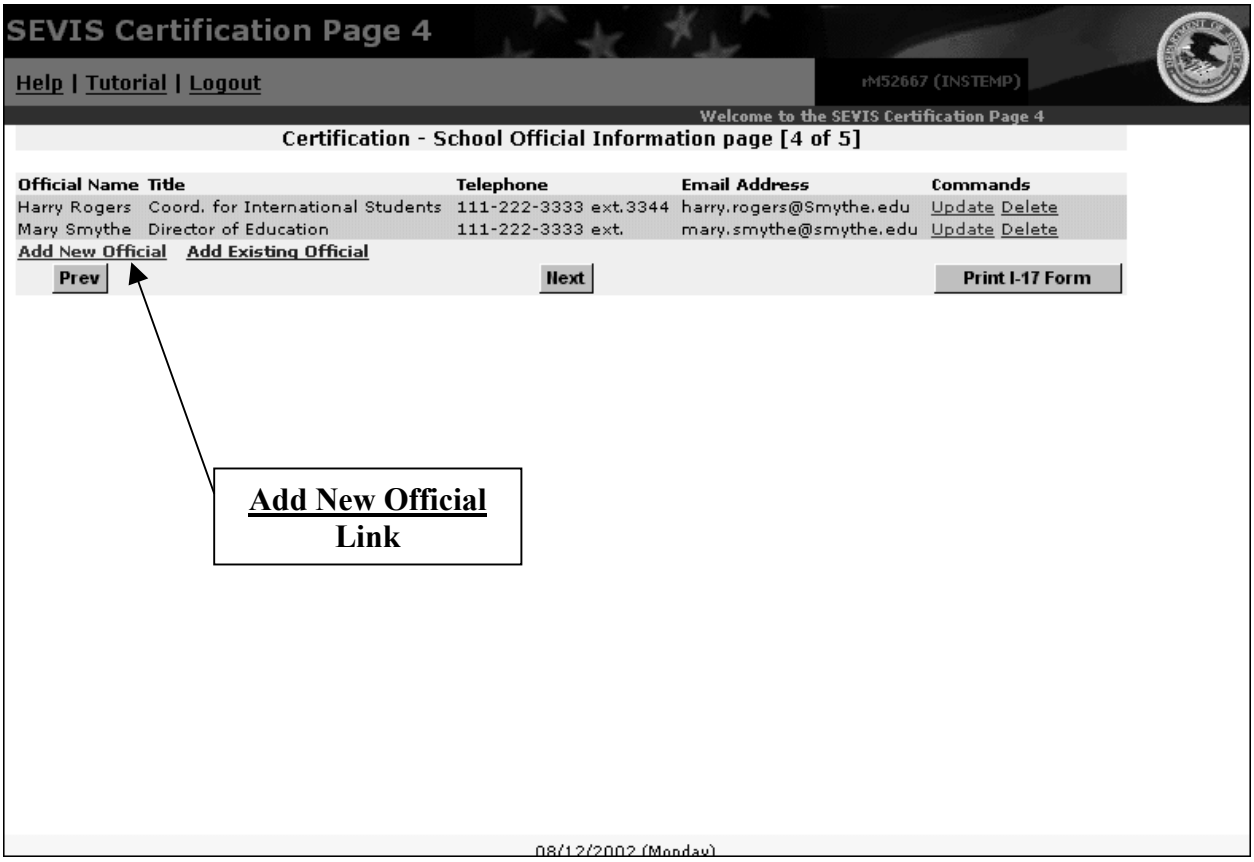
Page 4 provides you with the ability to list the individuals that will be designated as officials for all campuses listed on the Form I-17. From page 4, you may add, update or delete school officials prior to submitting the Form I-17. All of the officials that will be acting at the main campus and/or any of the additional campuses listed on the Form I-17 should be included on this page. While you may add and update officials once approved for SEVIS, you must add at least one official and designate him or her as the Principal Designated School Official (PDSO) for each school or campus associated with the Form I-17, including the main campus and any additional campuses. You may also add a maximum of nine Designated School Officials (DSOs) for each campus.

Note: You will enter all school officials on page 4, and then assign SEVIS roles of PDSO or DSO per campus on page 5.

Note: SEVIS automatically saves your data when you are on page 4 and log off of the system. Prior to submitting the Form I-17, you may log in and log out of SEVIS as many times as you wish, and may add, update, or delete officials at that time. Remember, your temporary user ID is only valid for 30 days; you must submit the Form I-17 within 30 days of the issuance of your user ID.

Exhibit 10, SEVIS Certification Page 4, shows a sample copy of page 4 of the certification application.

Exhibit 10: SEVIS Certification Page 4



2.4.4.1 Add School Official

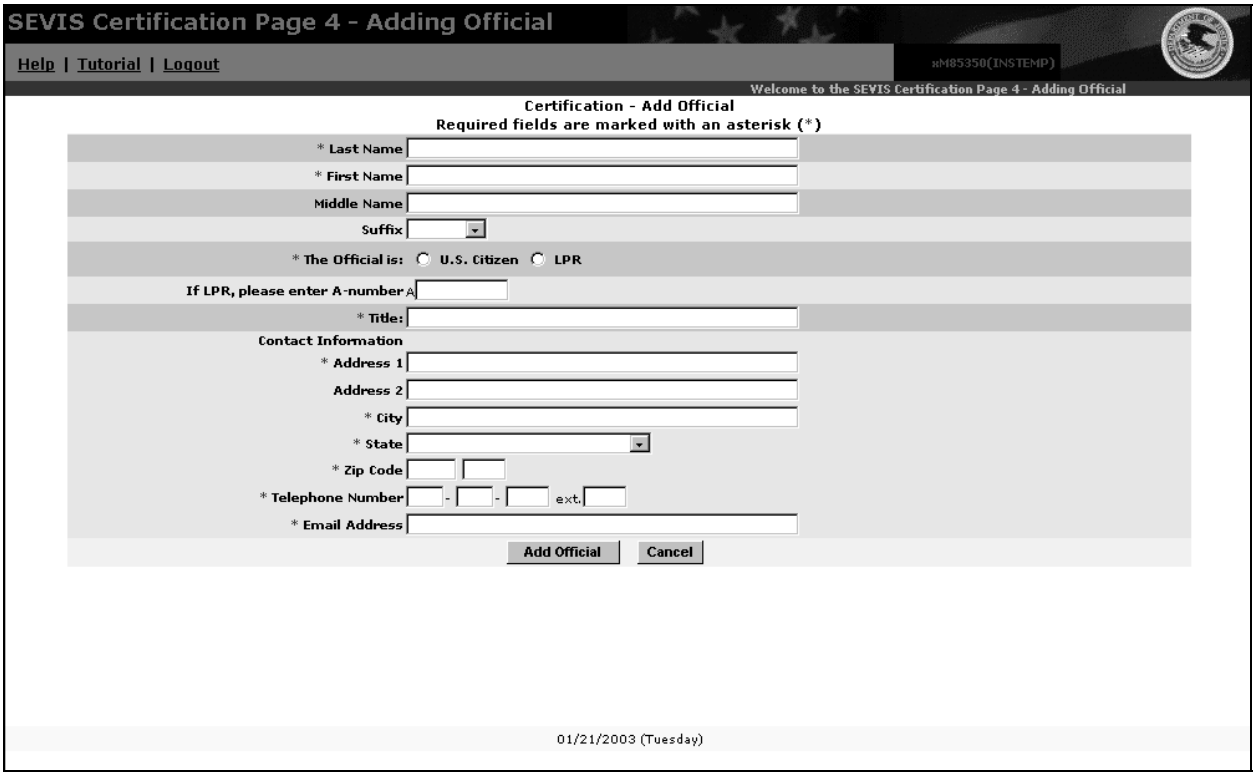
All school personnel who will access SEVIS and perform tasks must have a record in SEVIS. To add school officials and assign them SEVIS roles, you must first use the **Add New Official** link that is available on page 4 of the Form I-17. You will assign the school officials their roles at a particular campus (PDSO or DSO) using page 5 of the certification application.

Note: See section 2.5.4.2, Add Existing Official, for instructions on how to add a current SEVIS user to your school.

To add officials that do not have a SEVIS ID, perform the following:

1. Click the **Add New Official** link below the Official Name column. The system will display the Certification – Add Official screen, as shown in Exhibit 11, SEVIS Certification Page 4 – Adding Official Screen.

Exhibit 11: SEVIS Certification Page 4 – Adding Official Screen



2. Below is a list of the fields on this screen and a brief description or explanation for each. An asterisk precedes the fields that must be completed.

Field	Description/Explanation
* Last Name	The surname or family name of the school official.
* First Name	The first name of the school official.
Middle Name	The middle name of the school official.
Suffix	Select a title, such as Junior, that may appear at the end of a person's name.
* The Official is	Select the appropriate option, U.S. Citizen or LPR. **Note**: PDSOs and DSOs must be either U.S. citizens or Lawful Permanent Residents (LPRs).
If LPR, please enter A-number	Enter the alien number if the school official is an LPR. Enter **only** the numeric portion of the A-number.
* Title	Enter the title of the school official.

Field	Description/Explanation
* Address 1	Enter the first line of the address for this school official.
Address 2	The second line, if needed, of an address, typically a building name or post office box number.
* City	Enter the appropriate city.
* State	Select the appropriate state.
* Zip Code	The zip code must be a valid 5-digit postal code; the last 4 digits are optional.
* Telephone Number	Enter a valid telephone number for this school official.
* Email Address	A valid electronic-mail address for the school official. The school official's SEVIS user ID and password instructions will be mailed to this address. For a PDSO, notification of the petition adjudication result will also be sent to this email address. **Note**: Email addresses are **not** valid if they can be accessed by more than one person (for example, info@ABCcollege.edu).

Select one of the following buttons:

Add Official	Click this button to save the data that you have entered for this school official. The system will display page 4 of the certification application and the information for the official that was added will be included in the list of officials. To add additional school officials, click the **Add New Official** link again and repeat the process described above.
Cancel	Click this button to return to page 4 of the certification application.

When finished adding school officials, click one of the following buttons on page 4:

Prev (Previous)	Click this button to return to the previous page of the certification application.
Next	Click this button to advance to page 5 of the certification application.
Print I-17 Form	Click this button to print a draft copy of the certification application. Printing a draft allows you to review a paper copy of all of the data saved thus far.

2.4.4.2 Add Existing Official

An existing official is an active SEVIS user, someone who has a permanent SEVIS user ID. SEVIS allows the addition of existing officials who may perform tasks for multiple schools. Adding an existing official is the process of authorizing a current SEVIS user to perform as a DSO or PDSO for a school or campus associated with another Form I-17.

Note: A school official that will be acting at more than one campus listed on the same Form I-17 is added only once. To allow an official already listed on a Form I-17 to act at an additional campus listed on the same Form, you should add to the official's roles on page 5 of the electronic Form, rather than adding this individual as an existing official on page 4.

To add an existing official, perform the following:

1. Click the **Add Existing Official** link below the Title column. The system will display the SEVIS Certification Page 4 – Adding Existing Official Screen.
2. In the Account Username (User Name) field, enter the SEVIS user ID; the ID that the official uses to access SEVIS.
3. Click the **Search Official** button. The system will display the Certification – Add Existing Official screen, which contains the name, title, telephone number, email address, and role for this official.
4. Click the **Add Official** button. The system will display a message indicating that the official has been added.
5. Click **OK** to return to page 4 of the certification application. The official's name, title, telephone number and email address will appear on the list.

Note: All school officials must be assigned to perform a role for at least one campus. Additionally, a single official can be assigned a role, or different roles, at multiple campuses on the Form I-17. You will assign SEVIS roles of PDSO or DSO for each campus on page 5.

When finished adding existing officials, click one of the following buttons on page 4:

Prev (Previous)	Click this button to return to the previous page of the certification application.
Next	Click this button to advance to page 5 of the certification application.
Print I-17 Form	Click this button to print a draft copy of the certification application. Printing a draft allows you to review a paper copy of all of the data saved thus far.

2.4.4.3 Update a School Official's Record

You may change or update the data for a school official (for example, enter a correct email address) before submitting the Form I-17. To change or update a school official's SEVIS record prior to submission of the Form, perform the following:

1. Click the **Update** link to the right of the school official's name on page 4 of the certification application. The system will display the Certification – Official Update screen, including the official's current data.

2. Make the necessary changes to the record.
3. Click the **Update** button to confirm the submission of the changes. The system will update the official's record, and page 4 of the certification application will be displayed.

2.4.4.4 Delete a School Official

You may delete the record for a school official before submitting the Form I-17. Use this procedure only if this official will not be a SEVIS user.

Note: Do not use this procedure if you want this official to perform a SEVIS role at one campus but wish to remove the official from performing a certain role at another campus. Assigning a new role, or removing a role from an official for a particular school or campus, is done using the **Assigning New Officials** link on page 5 of the certification application. Deleting the official will remove this individual's record from the Form I-17 altogether.

To delete a school official's SEVIS record, perform the following:

1. Click the **Delete** link to the right of the school official's name on page 4 of the certification application. The system will display the Certification – Official Delete screen, which includes the data for the official whose record you wish to delete.
2. Click the **Delete Official** button to confirm the deletion of this official. The system will display page 4; you can see that the official's record has been removed from the list of officials.

When finished deleting school officials, click one of the following buttons on page 4:

Prev (Previous)	Click this button to return to the previous page of the certification application.
Next	Click this button to advance to page 5 of the certification application.
Print I-17 Form	Click this button to print a draft copy of the certification application. Printing a draft allows you to review a paper copy of all of the data saved thus far.

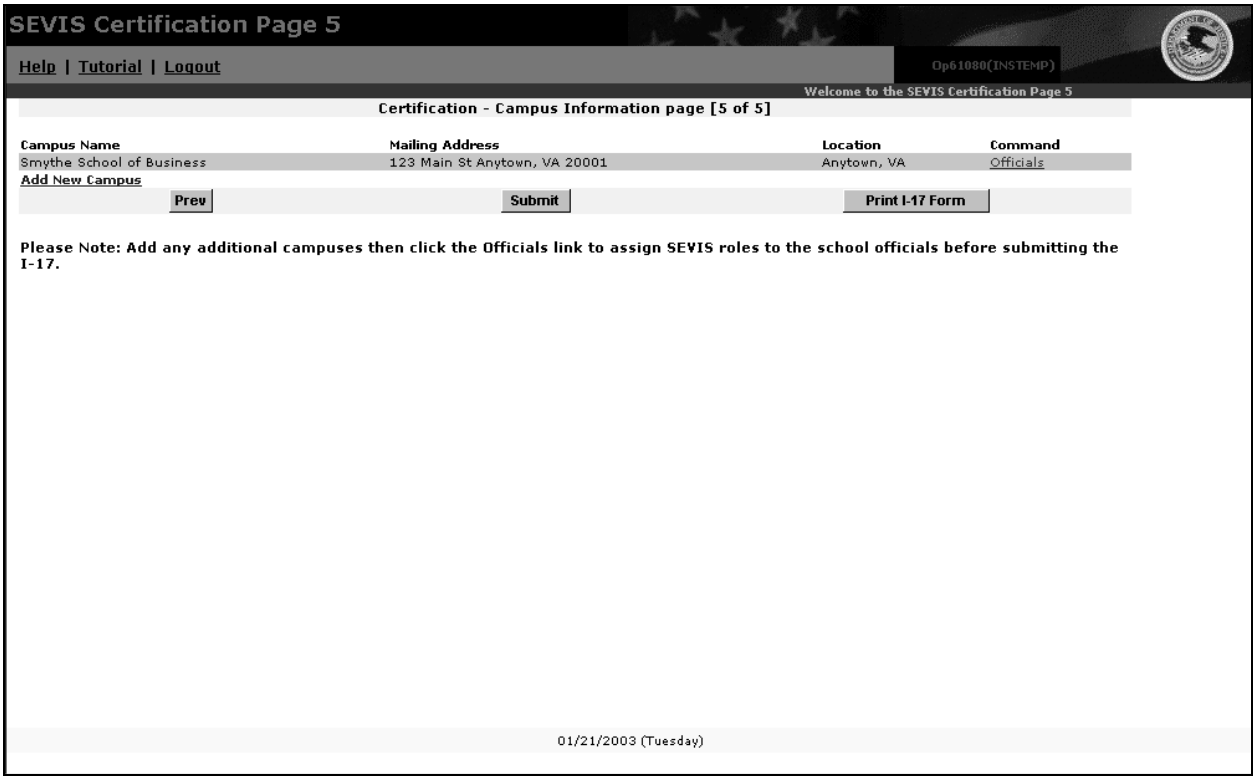
2.4.5 Certification Page 5

Completing the certification application includes adding any additional campuses to the Form I-17 and assigning officials to the particular schools and campuses. Adding campuses allows you to list campuses associated with the main campus or the larger institution, rather than having to file a separate Form I-17 for each campus.

Note: SEVIS automatically saves your data when you are on page 5 and log off of the system. Prior to submitting the Form I-17, you may log in and log out of SEVIS as many times as you wish. Remember, your temporary user ID is only valid for completion of the Form I-17. You must submit the Form I-17 within 30 days of the issuance of your user ID.

Exhibit 12, SEVIS Certification Page 5, shows a sample copy of page 5 of the certification application.

Exhibit 12: SEVIS Certification Page 5



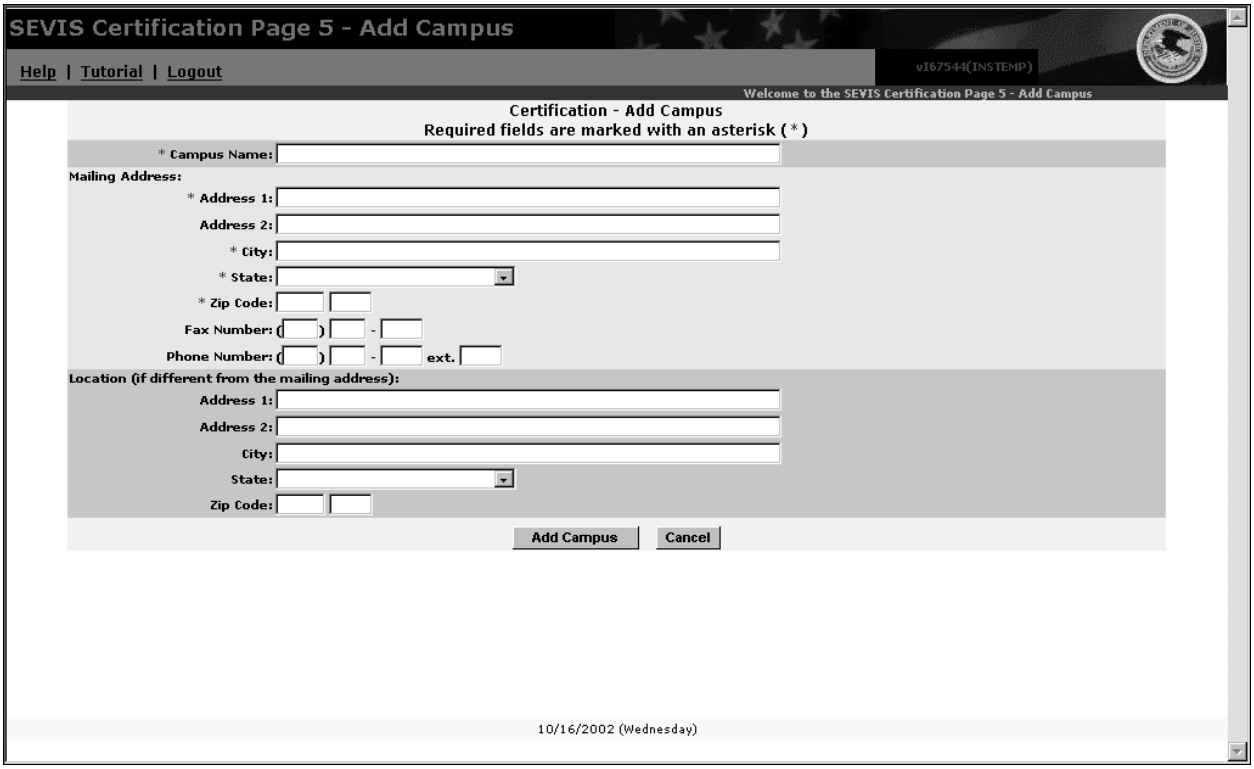
2.4.5.1 Add a Campus

SEVIS enables you to add school campuses that are located in the same INS district office jurisdiction as the main campus to the Form I-17. If your school has campuses that are located in other INS district office jurisdictions (for example, different states), separate Forms I-17 must be completed for the schools and campuses within each district. Multi-campus schools that have campuses located in a single INS district may either file a single Form I-17 for all campuses or file separate Forms I-17. For campuses within a single district, the school should determine, based on its own organizational structure, whether to file a single Form I-17 or separate forms for each campus.

To add a campus to this certification application prior to submitting the Form I-17, perform the following:

1. Click the **Add New Campus** link below the Campus Name column on page 5. The system will display the Certification – Campus screen, as shown in Exhibit 13, SEVIS Certification Page 5 – Add Campus Screen.

Exhibit 13: SEVIS Certification Page 5 – Add Campus Screen



2. Below is a list of the fields on this screen and a brief description or explanation for each. An asterisk precedes the fields that must be completed.

Field	Description/Explanation
* Campus Name	The name of this campus, as it will appear on the Form I-20. It should be only the name of the campus. For example, for the University of Maryland Hagerstown Campus, enter "Hagerstown Campus."
Mailing Address	
* Address 1	The first line of an address, typically a number and street name. This is the address to which mail for the school should be sent.
Address 2	The second line, if needed, of an address, typically a building name or post office box number.
* City	Enter the appropriate city.
* State	Select the appropriate state.

Field	Description/Explanation
* Zip Code	The zip code must be a valid 5-digit postal code; the last 4 digits are optional.
Fax Number	The telephone number, including area code, for a fax machine.
Telephone Number	Enter a valid telephone number, including the three-digit area code, and an extension if applicable.

3. Complete the Location fields if the location address of the campus is different from the mailing address of the campus.
4. When finished, click the **Add Campus** button. The system will display page 5 of the certification application and the new campus will be included on the list of campuses.
5. Repeat steps 1 through 4 to add other campuses to this Form I-17.

2.4.5.2 Update a Campus

Prior to submission of the Form I-17, you may access SEVIS and update campus information. To update the information for a campus, perform the following:

1. Click the **Update** link to the right of a campus name. The system will display the Campus Update screen.
2. Make the necessary additions and/or changes to the data.
3. Click the **Update Campus** button. The system will display page 5 of the Certification application.

2.4.5.3 Delete a Campus

Prior to submission of the Form I-17, you may access SEVIS and delete a campus. To delete a campus, perform the following:

1. Click the **Delete** link to the right of a campus name. The system will display the Campus Deletion screen.
2. If this is the campus that you wish to delete, click the **Delete Campus** button. The system will display page 5 of the Certification application.

2.4.5.4 Assign SEVIS Roles

Page 5 provides you with a link that enables you to assign each school official a role for using SEVIS at each individual campus listed on the Form I-17. Those roles are PDSO and DSO. In SEVIS, the PDSO is usually the contact person for the original submission of the Form I-17. The PDSO will also be the responsible party for any updates to the DSO information. In all other respects, the PDSO will have the same responsibilities as the other DSOs. The PDSO and DSOs are responsible for creating, submitting and updating SEVIS student records; issuing Forms I-20; and updating the Form I-17.

Note: PDSOs and DSOs must be either U.S. citizens or Lawful Permanent Residents (LPRs) of the U.S.

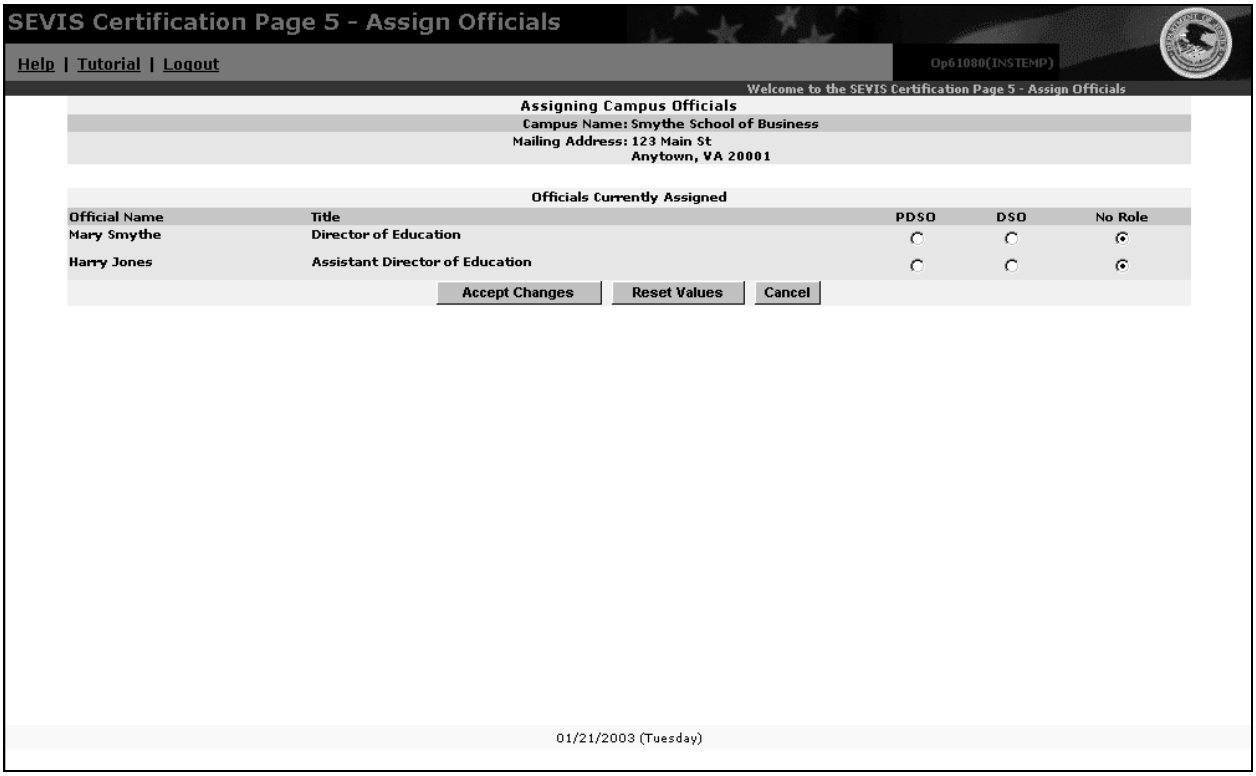
The list below identifies the various tasks that school officials may perform using SEVIS. An "X" in a column indicates that the school official whose title appears at the top of the column may perform the task listed.

SEVIS Task	DSO	PDSO
Add and delete campuses		**X**
Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17)		**X**
Update, save, and submit changes to the information for schools (Form I-17)	**X**	**X**
Print the Form I-17	**X**	**X**
Create and save records for students and dependents (Form I-20)	**X**	**X**
Update records for students and dependents (Form I-20)	**X**	**X**
Submit records for students and dependents (Form I-20)	**X**	**X**
Print student and dependent draft Forms I-20	**X**	**X**
Print completed student and dependent Forms I-20 for signature	**X**	**X**
View all student and dependent records for their schools	**X**	**X**
Receive SEVIS alerts	**X**	**X**
View and print reports	**X**	**X**
Register schools to use the SEVIS batch interface		**X**

To assign SEVIS roles to the officials registered for your school, perform the following for each campus listed on the Form I-17:

1. Click the **Officials** link to the right of the campus name, address, and location. The system will display the Assigning Campus Officials screen, as shown in Exhibit 14, SEVIS Certification Page 5 – Assign Officials Screen.

Exhibit 14: SEVIS Certification Page 5 – Assign Officials Screen



2. Click the appropriate option (PDSO, DSO, or No Role) to the right of each official whose name is listed.

   Note: For multi-campus schools, be sure to assign appropriate SEVIS roles for each campus. Remember, each campus must have at least a PDSO assigned. An individual may be assigned multiple roles across multiple campuses.

3. When finished assigning roles for this campus, click the **Accept Changes** button. The system will display page 5 of the certification application.

   Note: Changes can be made to this screen prior to submission of the Form I-17. After submitting the Form I-17, the school officials and their roles can be changed following the school's approval to participate in SEVIS.

4. To assign roles for other campuses, perform steps 1 through 3 for each campus.

When finished adding campuses and assigning roles, click one of the following buttons:

Prev (Previous)	Click this button to return to the previous page of the certification application.

Submit	Click this button to submit the Form I-17 to the INS for adjudication. Once submitted, you will not be able to make changes to the Form I-17 unless the DO makes a specific request for further evidence in the adjudication process. The INS will contact you with further instructions regarding the certification process. Do **not** mail anything to the INS at this time. **Note:** Until the Form I-17 is adjudicated, you may log into the system using your temporary user ID and password and view or print the Form I-17.
Print I-17 Form	Click this button to print a draft copy of the certification application. Printing a draft allows you to review a paper copy of all of the data saved thus far. **Note:** Following submission, you can print a final Form I-17 ("Draft" is removed from the top of the form and it will show the form number).

2.4.5.5 Print the Certification Application

You may print a draft copy of the Form I-17 from any screen that has a **Print I-17 Form** button. A draft copy of the SEVIS Form I-17 can be identified by the word DRAFT at the top of each page of the form and it will **not** include the form number until the application is approved. Following submission of the Form I-17, you may use these same procedures to print a final copy of the Form I-17. To print the Form I-17, perform the following:

1. Click the **Print I-17 Form** button on any page. Another browser window opens and the Form I-17 will be displayed using the Adobe Acrobat® Reader from which a copy of the Form I-17 may be sent to a designated printer.

   Note: During the launch of Acrobat® Reader, a File Download window may be displayed. To eliminate this window from being displayed in the future, click in the box next to "always ask before opening this type of file" to remove the check mark. Select the **Open** button to view the Form I-17.

2. When the Form I-17 displays in the Acrobat® Reader window, use the scroll bar on the right side of the window to view additional pages of the application.

3. Click the **Print** button on the Acrobat® Reader toolbar. The print window will be displayed.

4. Ensure that the name of the printer used to print the form is listed in the Name field in the Print window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.

5. Click **OK** and the Form I-17 will be printed on the designated printer.

6. Click the **Close** button on the Acrobat® Reader to close the window.

2.4.5.6 Submission of the Certification Application and Notification of Adjudication

To submit the Form I-17, click the **Submit** button on page 5 of the certification application. The system will display a message indicating that the form has been submitted to the INS. This screen also contains a link to the Pay.gov web site (see section 2.5.5.7, Electronic Submission of Payment). The INS will contact you with further instructions regarding the certification process. **DO NOT** mail anything to the INS at this time.

Once the INS adjudicates your application, the following outcomes are possible:

- Approved – The PDSO and the individual that submitted the Form I-17 (if different) will receive approval notification via email. This notification will include information on the visa classification(s) for which the school was approved (F, M, or both) and the SEVIS school code. In addition, all registered school officials will receive their permanent IDs and instructions on creating a password via email. Included in the ID issuance emails will be information on the specific school official reporting requirements and update responsibilities associated with SEVIS.
- Additional information is required for processing – The PDSO and submitter of the Form I-17 (if different) will receive an email specifying the missing or problematic information. Official notification of the request for further evidence may also be sent via mail. In some cases, the request for further evidence made by the DO in SEVIS will allow you to update information originally submitted on the electronic Form I-17. You will be provided instructions on updating the electronic Form I-17 in such instances.

  Note: There are no additional fees required when responding to a request for further evidence. After submitting the updated Form I-17, **DO NOT** go to the Pay.gov web site. Click **Logout** on the navigation bar to exit SEVIS.
- Denied – The PDSO and submitter of the Form I-17 (if different) will receive notification via email. This email will include basic information regarding the reasons for denial. A separate mailed letter will provide more specific information regarding the grounds for denial and your options for challenging such a denial.

2.4.5.7 Electronic Submission of Payment

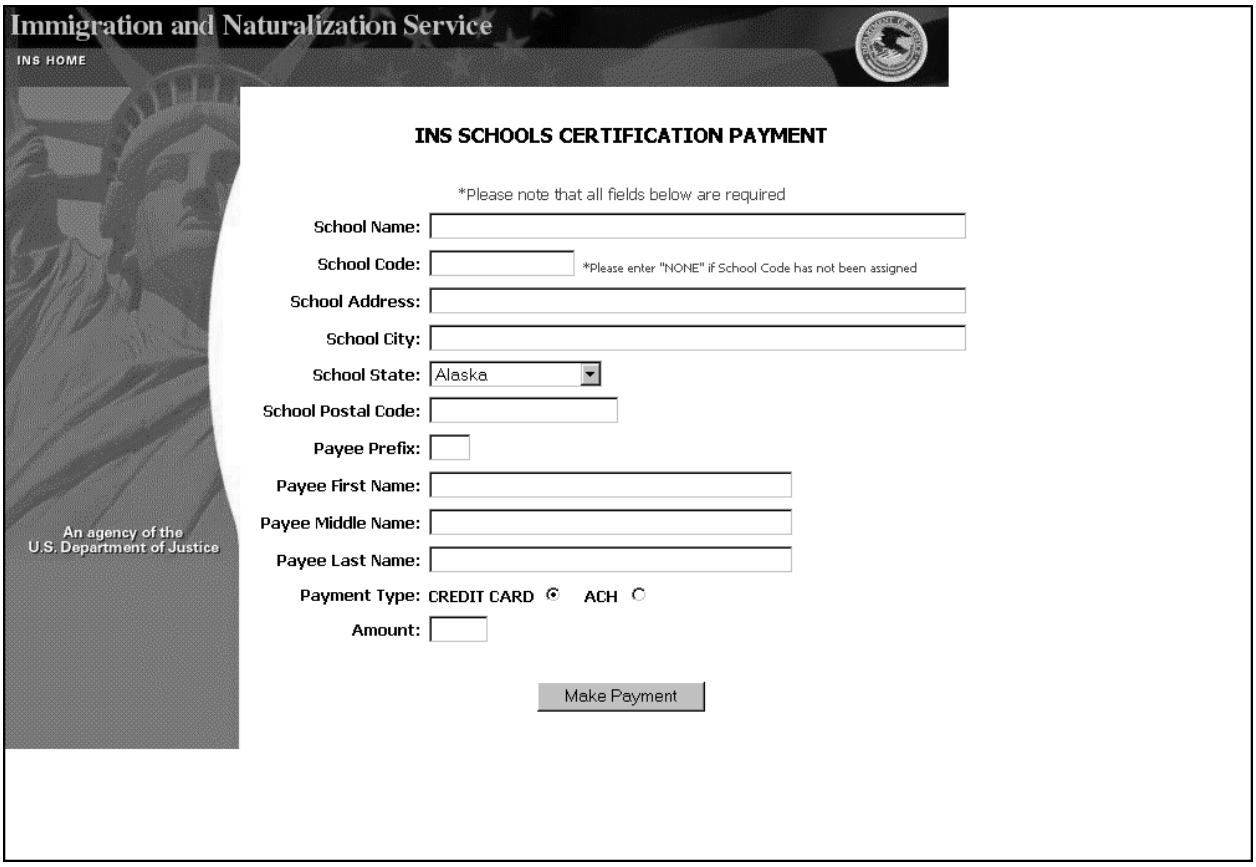
You may use a credit card or Automated Clearing House (ACH) to electronically submit payment to the INS using the Pay.gov web site.

Note: Following submission of the completed Form I-17, the PDSO and the individual that submitted the Form I-17 (if different) will receive notification via email that the INS has received the Form. If you are not prepared to submit payment at the time of submission of the Form I-17, the email notice also includes the link to the site where electronic payment can be made. However, the INS will not begin the adjudication process until they have received notification from Pay.gov that payment has been received.

To use the Pay.gov web site, perform the following:

1. On the SEVIS screen or the email notification, click the **ins-schools.icc.gov/index.cfm** link. The INS Pay.gov web site will display, as shown in Exhibit 15, INS Schools Certification Payment Screen.

Exhibit 15: INS Schools Certification Payment Screen



2. Enter the following data:

Field	Description/Explanation
School Name	Enter the name of the school system. That is the same information entered in field #2 on the first page of the electronic Form I-17, not the name of the main campus.
School Code	If the school has a SEVIS code, enter it here. Otherwise, enter "None."
School Address	The address of the school.
School City	The city in which the school is located.
School State	The state in which the school is located.
School Postal Code	The zip code for the city in which the school is located.

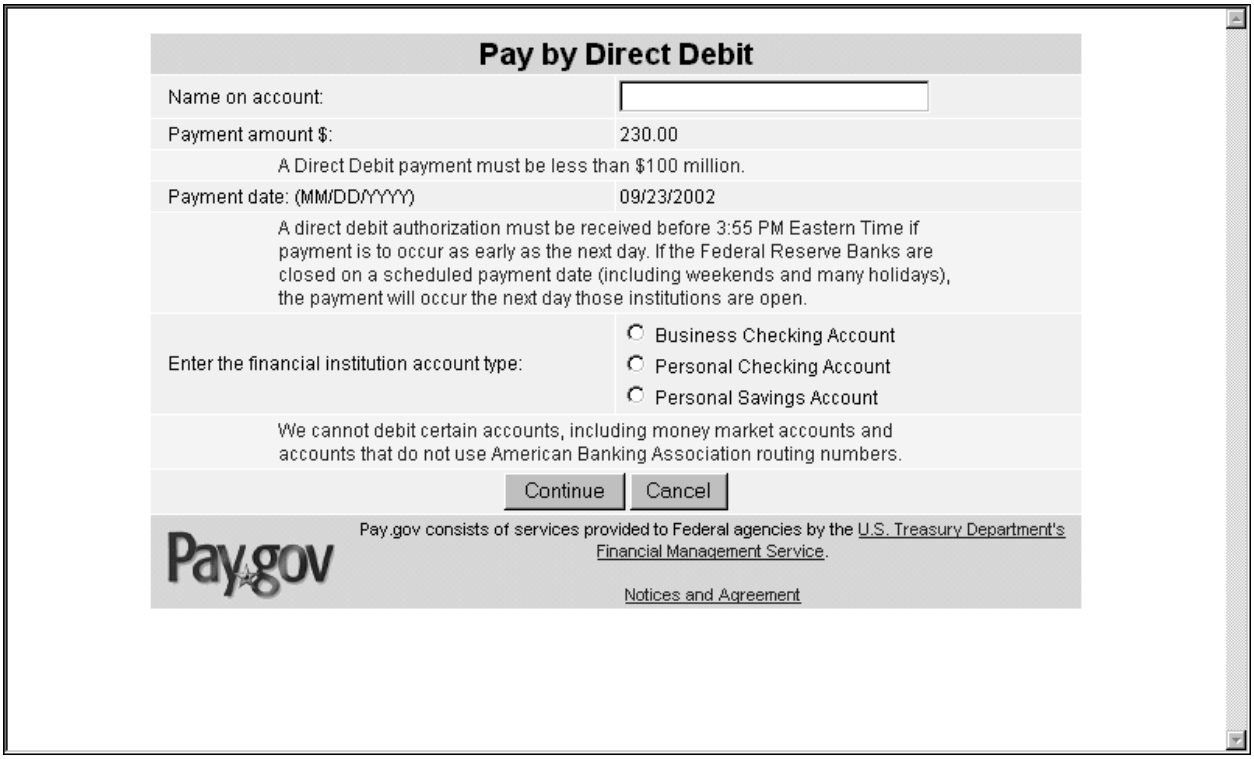
Field	Description/Explanation
Payee Prefix	Enter a prefix such as Mr., Mrs., or Ms.
Payee First Name Payee Middle Name Payee Last Name	These fields may contain the name of the person making payment, or the name in which the credit card was issued. If the payee does not have a middle name, enter "NMN" in the Payee Middle Name Field. These fields may also contain the name of the institution, or the bank account from which the payment will be drawn. Enter the institution name or the bank account information in the Payee Last Name field only. Enter "NFN" in the Payee First Name Field and "NMN" in the Payee Middle Name Field.
Payment Type	Select the appropriate radio button, Credit Card or Automated Clearing House (ACH).
Amount	Enter the amount being submitted to the INS. **Do not** enter a decimal point or cents.

3. Click the **Make Payment** button and the Confirm Payment screen will be displayed.
4. The data that is displayed is a subset of the information that was entered on the previous screen. For credit card users, if the information is not correct, click in the appropriate field and make the necessary changes.
5. Click the **Confirm Payment** button to advance to the screen where you must enter the school's credit card information. If you are submitting via ACH, see the ACH Payment information below.
6. Select the type of credit card.
7. Click in the Card Number field and enter the credit card number. Do not include hyphens or spaces.
8. Use the drop-down lists to select the month and year in which the card will expire.
9. Select the **Submit Button** to complete the credit card payment process.

Automated Clearing House (ACH) Payment
Direct payment of fees may be made via accounts with American Banking Association routing numbers (for example, an existing U.S. checking or savings account from which the funds will be drawn).

To make payment using the ACH electronic funds transfer system, follow the instructions on the previous page to complete the first screen. After selecting the **Make Payment** button, the next screen contains read-only information. Click the **Confirm Payment** button to advance to the Pay by Direct Debit screen. Exhibit 16, Pay by Direct Debit, is an example of the screen. Enter the necessary information and select the appropriate buttons to complete the payment process.

Exhibit 16: Pay By Direct Debit



3. OPERATING INSTRUCTIONS

3.1 Initiate Operation

You will access SEVIS via the Internet using Microsoft Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher. You must also have a SEVIS user ID and password to access the system.

To log into SEVIS, perform the following:

1. Access the Internet and go to the SEVIS web site at https://egov.ins.usdoj.gov/sevis/
2. Enter your user ID in the User Name field.
3. Enter your password in the Password field.
4. Press **Enter** or click the **Login** button.

3.2 Maintain Operation

After 20 minutes of inactivity, the session will time out and you must log in again to use SEVIS.

3.3 Terminate and Restart Operations

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the login procedures.

4. ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS - Connection Error. The message reads, "Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829."

You will be redirected to the login page in 10 seconds. When returned to the login page, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

5. HELP FACILITIES

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at 1-800-892-4829 during the hours of 8:00 a.m. and 8:00 p.m. Eastern Time, Monday through Friday. Calls received outside these hours will be recorded for response on the next business day.

APPENDIX A — ACRONYMS AND ABBREVIATIONS

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ACH	Automated Clearing House
DO	District Officer/District Office
DOS	Department of State
DSO	Designated School Official
EV	Exchange Visitor
INS	Immigration and Naturalization Service
LPR	Lawful Permanent Resident
PDSO	Principal Designated School Official
SEVIS	Student and Exchange Visitor Information System
U.S.	United States